

Personnel Service Center (PSC) Topeka, KS Advancements Newsletter

Issue #4, May 2004

Welcome to the LATEST edition of the Advancements Newsletter. Our continuing goal is to provide information to our readers on the Coast Guard's Advancements and Enlisted Employee Review (EER) systems.

ADV on the WEB: <http://cgweb.uscg.mil/g-w/psc/adv.htm>

Topics

- Oct 04 RSWE Cycle Updates
- PBQ Update
- Late EER's
- Evaluation Reminder
- The Use of Probation Marks
- E2 vs E3 Marks
- Returned Evals
- Service Wide Exam Administration Do's and Don't's
- Easy Placement on Supplemental/Striker Eligibility Adv Lists
- Message Traffic

RSWE Is COMING!!

ALCGPERSCOM TO BE RELEASED SOON

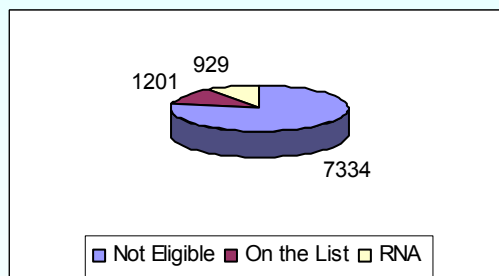
The OCT 2004 RSWE (all ratings E5 - E9) is scheduled to be administered on Saturday AM 16 Oct 04.

Eligibility requirements must be completed by 30 Jun 04

- Rating EOCT
- NAVRUL or DWO Exam (BM2)
- EPQS
- Earn CO's recommendation

PSC-ADV personnel will be in office the test day from 0800-1400 to provide assistance if required. Active Duty members (if otherwise eligible) who RELAD by 30 Jun 04 and affiliate with the Ready Standby Reserve (Active Status) may participate in the RSWE. The importance of meeting eligibility requirements by the 30 Jun 04 deadline can be seen from the following Oct 2003 RSWE stats:

This graph shows the status of the 9464 reserve members who were considered for the OCT 2003 RSWE. The acronym RNA stands for 'Return Not Administered'.



PBQ Update!

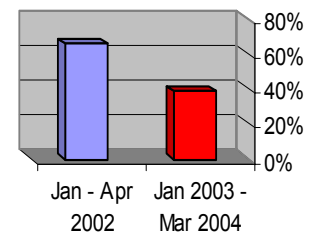
Commands must notify PSC(adv) via email for personnel who are otherwise eligible for SWE with the exception of PBQ's not being completed by SWE eligibility date. This will prevent these member's from receiving a SWE exam.

NEW EPQ's are available! The completion of the rating EPQ will be required for competition in the May 2005 Active Duty and the OCTOBER 2005 RSWE cycles. For details on updated EPQ's see the following website:

Www.uscg.mil/hq/g-w/g-wt/g-wtt/g-wtt-2/Trapol/quals.htm

Late EER's

A recent audit of the EER system was run to determine how many evals were submitted late. The Figure in Blue represents the percentage of EER's late under the old paper marks system, the red represents the current EER system.



Evaluation Reminder

Period Ending EER's for May

31 May 04 - E-6 Reserve and Active Duty

Period Ending EER's for June

30 June 04 - E-9 Reserve and Active Duty

Period Ending EER's for July

31 July 04 - E3 Active Duty Only

The Use of Probation Marks

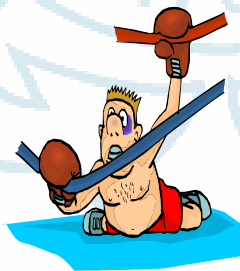
Probationary EERs are often used in error to record minor infractions a member has had in lieu of going to Captains Mast. This is not the purpose of the Probationary EER. The Personnel Manual Article(10.B.5.b.5) states to use this type of EER, "At the end of a three-month probationary period for "Incompetence." This then refers to Article 5.C.38.c which explains what steps are to be taken for placing a member on Probation for incompetence. In summary these are the steps to place a member on Probation for incompetence and the reason for a Probationary EER.

- The commanding officer shall make an Administrative Remarks, CG 3307, entry in the Personnel Data Record.
- This entry should read that the individual is a candidate for reduction in rate by reason of incompetence and the following three-month period will constitute a formal evaluation of his or her competency.
- To accompany this entry, an EER for counseling purposes only may be filled out to clearly counsel the individual in areas he or she may need improvement. This EER will not be submitted in Direct Access. This is only a counseling tool.
- The member will acknowledge this entry by

signing the Administrative Remarks.

- A Probationary EER will be entered at the completion of the three-month period indicating progress (or lack thereof).
- If the individual responds to counseling and improves his or her EER, no further action is required.
- If the individual fails to demonstrate the required level of professional competency, the reduction shall go into effect or be recommended to a higher authority as befits the individual's rank.
- Refer to Article 12.B.9 for further action in this case.
- In all cases where a Probationary EER is completed, the next regularly scheduled EER will be completed at the prescribed date.

E2 vs E3, When to do Marks



A frequent question asked is what to do when a member falls between two marking periods due to advancement. For example, a member advances to E3 on February 15th, the member is neither eligible for E2 evaluations due on February 28 nor the E3 period ending on January 31st. Direct Access works in real time, therefore the member's rank will

automatically be produced based on the effective date of the EER and member's date of rank. If an EER is submitted when the rating scale does not match the rank the member held during the effective date of the EER than a mismatch occurs. This will cause an error and will not allow the EER to be processed. Advancement evaluations are only completed for advancement to E7 and above, and there is no applicable special reason to complete any evaluation in this example. A common misunderstanding is that not getting this evaluation will have negative implications for the member. However, a review of the evaluation submission rules shows acceptable reasons for missing evaluations. Guidance regarding submissions of evaluations and special reasons to complete evaluations can be found in the Personnel Manual Chapter 10.B.



Returned Evaluations

Check the "comments" tab for reasons why your EER was returned. Subsequent or duplicated errors are returned with an accompanying e-mail outlining details and corrective action. Multiple or grievous errors earn a personal phone call. Constant improvement in field level training has led to tremendous decreases in EER failures.

SWE Administration DO's and DON'Ts

When information is missing from a Service Wide Examination, (ie. questions, pages, etc.), there are things you **DO** and things you **DON'T** do. The following list may help ease the SWE process for ESO's and examinees alike.

DON'T - STOP THE EXAM when questions or pages are missing.

DO - Communicate to your ESO the problem, and continue testing. ESO's will contact PSC-ADV immediately to report the missing pages/items. Any missing items will be pro-rated, if applicable.

PRORATION is a process that is initiated when a candidate has bad questions or missing questions in the exam book.

For example:

- a. 4 questions must be pro-rated
- b. 150 questions minus 4 pro-rated questions equals 146 good questions
- c. Handscore the 146 good questions
- d. If candidate got 81 questions wrong out of the 146 good questions, you would take the 146 minus the 81 which equals 65 correct questions.
- e. 65 correct questions divided by 146 correct equals 44.5%
- f. 44.5% times 4 pro-rated questions equals 1.78 questions, rounded up equals 2 pro-rated questions
- g. 65 questions plus 2 pro-rated questions equals 67
- h. Candidates pro-rated raw score = 67

DON'T - Ignore a possible exam error without informing your ESO

DO - Inform your ESO immediately if you believe an error exists on your exam. The same error may exist on other exams and go unnoticed.

DO - If too few answer sheets are provided, copies may be made of those blank answer sheets received. When answer sheets are missing

altogether, blank paper may be used in lieu thereof. PSC-ADV will ensure that all answers are transferred to the correct form.

Remember, the **BIGGEST MISTAKE** you can make during the SWE, or any other process, is not asking when you're uncertain. PSC-ADV is here to serve you....let us.

Easy Placement on Supplemental/Striker Eligibility Advancement Lists

Many units receive a response from



PSC (adv) denying a member's placement on a Supplemental/Striker list. PSC has been tasked with verifying each member's request is complete. This is

done by accessing Direct Access and verifying the member's; EOCT completion, latest EER, Conduct, date of rank and sea time (for some E6 ratings). This should also be verified at the unit level and by the member prior to submitting a request for placement on a Supplemental/Striker list. To accomplish this, a package from the member through his unit chain of command, is suggested with the following information provided:

- "Request Chit" for advancement
- Rating EPQ's
- MRN EPQ's
- Rating EOCT (provide a printout from Direct Access of course test completion)
- Latest EER (print out of member's Employee Review Summary)
- Date of Rank (from Direct Access or Amdahl)
- Sea time (from Amdahl). Call PSC (adv) if you have questions on this.

Many units/members forget to contact us after 5 working days when no response is received on a member's request. Instead of remembering this, use an email to remind yourself:

- Open a new e-mail
- Send this e-mail to yourself
- Subject: Member's name
- Copy the "Sent" message from the message board into the e-mail. Ensure this message also has the "ASN" or "PSN" number following the DTG of the message.
- At the top of the page click on "Action"
- In the drop down menu select "Flag For Follow-up"
- In the Text Box select the date and time you would like to follow-up, select OK.
- This will create a bar over your "To" line that you have set your Follow-up Flag.
- Hit the "Send" Button.
- In 5 working days when this message comes up as a reminder, verify the message response has been received then the e-mail may be discarded.
- In 5 working days if the response message has not been received forward the e-mail to PSC-ADV. If these steps are followed this will ensure your members are easily placed on the Supplemental/Striker Advancement Eligibility lists.

Message Traffic

Official messages are required to be sent to COGARD PSC TOPEKA KS//ADV// for:

- Modifying posted EER
- SWE waiver request
- SWE OPFAC changes

A common mistake is failing to list good points of contact on the message.

Email may be used if operational commitments prevent message traffic usage.



Q: When I look under the Employee Review tab in an EER there are many options in the Employee Review Type drop down box. Under what circumstances should I use each of the options available?

A: Though some of the options are not to be used with an Enlisted Employee Review here's a cheat sheet to help you:

Advancement: Used for member's advancing to paygrade E7 or above. The review should be completed the day prior to advancement in the paygrade previously held. Ref: 10.B.5.B 1.a. A 'Special Circumstance' to do marks when a regular or special EER has not been completed in the last 92 days for E6 and below and 184 days for E7 and above.

Change in Rating: Same rules as advancement marks.

Concurrent: Reserved for Officers only.

Detach RO: Reserved for Officers only.

Discipline: Used to document marks for NJP, CM, and alcohol incident. Ref: 10.B.5.B

Memo: Used for OCS candidates requiring marks. Or, for Reserve member when a TDY period ends and a member has been at a unit for more than 92 days, and it has been more than 92 days since his last EER. Then the TDY command will complete a Memo EER.

Probation: As discussed in the beginning of this newsletter, Probation EER's should only be used to document the end of a probationary period for in competency. Ref: 10.B.5.B 5.

Reduction: Reduction marks should be used only to document a voluntary reduction. They should be completed the day prior to advancement in the paygrade previously held. 10.B.5.B.

Regular: Follow the guidelines listed in the submission schedule of 10.B.5.A.

Res ADSW: Reserved for Officers only.

For more Questions and Answers plus past issues of our Newsletter check us out on the WEB:
<http://cgweb.uscg.mil/g-w/psc/>

Contact Information

Email: PSC-ADV
 Phone: (785) 339-3400
 FAX: (785) 339-3765

During SWE cycles Jan – Apr for the May 04 cycle we are planning on publishing the newsletter monthly.

Got a Question regarding advancements, Evaluations, or Service-wide? **WE WANT TO HEAR FROM YOU!** Drop us a line at:
PSC-ADV@hrsic.uscg.mil
 And we may answer your question in the next newsletter!

(Continued on page 5)

SWE: Complete a SWE employee review only when the rating chain has not completed an employee review for the current pay grade during the prescribed time frame for advancement listed in Chapter 5.C. You may use SWE for Supplemental advancement list marks and Striker program.

Special: Reserved for Officers only.

Transfer: Detachment for PCS. Should be completed at least 15 days prior to transfer to ensure enough time has been given for the appeal process. Detachment for intra command reassignments. Detachment of an AO who directly supervises an evaluatee. Ref: 10.B.5.B 1.b.c.d. A "Special Circumstance" to do marks when a regular or special EER has not been completed in the last 92 days for E6 and below and 184 days for E7 and above.

Q: When entering new training in Direct Access, I find the member already has existing training but for a different time period, can I just type over it with the new date?

A: No. You must hit the add sign and add a new row. Each time training is completed it is considered a new entry regardless of how many times a member has performed the same training in the past.

Q: Does the system still record comments we input on an EER if a member receives a competency of 3 through 6?

A: This question often came up during our road show as we presented the new Employee Review system to the field. IAW PERSMAN 10.B.2.a.1, comments are only required for marks of 1, 2, and 7. A marking official may opt to enter comments on the EER which can be used as a counseling tool. These additional comments will be visible on the member counseling form when printed, and a unit may maintain a paper file copy of that form. But the official data record in Direct Access will only store the required comments.

Q: Do SPO/PERSRU's advance members

based on the EPAA?

A: No. Units should never advance member's on the EPAA, this job is done by PSC(adv). If units accidentally advance members' based on the EPAA, they should contact PSC(adv) immediately to avoid confusion and possible erroneous advancements. The same is true for Striker's and Supplemental advancement.

Q: What is the impact of a 'Not Recommended' on my most current evals?

A: CO's retain the right to give or remove their recommendation for any member in their command at any time. If you are "Not Recommended" on a set of Evals you are permanently removed from any current advancement list, you are not eligible for the current SWE cycle and, if not changed by the next SWE cycle eligibility date (prior to 01Feb for May SWE, prior to 01 July for RSWE, prior to 01 Aug for Nov SWE) you will not be eligible for that cycle.

That's all for this month!! See ya again next month!!



Tired of calling PSC to get your password reset? Try using the new [Setup the forgotten password feature](http://cgweb.uscg.mil/g-w/psc/Direct-Access/index.htm) (<http://cgweb.uscg.mil/g-w/psc/Direct-Access/index.htm>) in Direct Access! With this feature enabled you'll never have to call PSC for a password reset again! It's located on the DA sign in screen to the right of the password field.